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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993*

PART VIII. COMMON SUPPORT SERVICES

Section 33. Administration and management

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* The present document contains section 33D of the proposed programme budget for the biennium 1992-1993. The complete proposed programme budget will subsequently be issued in final printed form as Official Records of the General Assembly, Forty-sixth Session, Supplement No. 6 (A/46/6/Rev.1).

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D. OFFICE OF GENERAL SERVICES

TABLE 33D.1. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

DIRECT COSTS

(1) Regular budget

1990-1991 appropriation	Estimated additional requirements at revised 1991 rates				Total requirements at revised 1991 rates	Inflation in 1992 and 1993		1992-1993 estimates
	Revaluation of 1990-1991 resource base		Resource growth					
	$	%	$	%	$	$	%	
189 745.5	6 070.2	3.1	1 090.4	0.5	196 906.1	15 592.8	7.9	212 498.9

Analysis of real growth (at revised 1991 rates)

(1) Total revalued 1990-1991 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
195 815.7	1 090.4	308.4	136.4	918.4	0.4%

TABLE 33D.1 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	4 364.2	5 838.1
(ii) Extrabudgetary programmes		
Peace-keeping activities	5 901.1	7 324.0
Trust Fund for German Language Translation	185.4	201.7
Technical cooperation programme support	1 500.0	1 500.0
Total (a)	11 950.7	14 863.8
(b) Substantive activities		
Trust Fund for Contribution to the United Nations Special Account	249.6	-
Trust Fund on the Coordinated Procurement of the United Nations system	238.5	-
Total (b)	488.1	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	12 438.8	14 863.8
Total, direct costs		227 362.7

TABLE 33D.2. ANALYSIS OF REVALUED 1990-1991 RESOURCE BASE (AT REVISED 1991 RATE)

(Thousands of United States dollars)

			Additional requirements							
			Delayed impact of 1990-1991 growth		Recosting at revised 1991 rates					
	1990-1991 appropriation (1)	Non-recurrent 1990-1991 items (2)	Established posts (3)	Other objects of expenditure (4)	Established posts (5)	Other objects of expenditure (6)	Special adjustments (7)	Total (8)	Net additional requirements (9) (8)-(2)	Total revalued 1990-1991 resource base (10) (1)+(9)
D. Office of General Services										
1. Executive direction and management	1 151.4	-	-	-	39.1	11.9	-	51.0	51.0	1 202.4
2. Programme of work										
(a) Security and safety	23 254.2	213.2	-	-	794.4	47.7	-	842.1	628.9	23 883.1
(b) Electronic support services										
(i) Office of the Director	538.5	-	-	-	22.3	3.5	-	25.8	25.8	564.3
(ii) Telecommunications and Computer Operations Service	29 022.3	319.8	-	-	248.9	614.8	-	863.7	543.9	29 566.2
(iii) Technological Innovations Service	8 656.6	295.6	-	-	195.0	119.9	-	314.9	19.3	8 675.9
Subtotal	38 217.4	615.4	-	-	466.2	738.2	-	1 204.4	589.0	38 806.4

TABLE 33D.2 (continued)

	1990-1991 appropriation (1)	Non-recurrent 1990-1991 items (2)	Additional requirements: Delayed impact of 1990-1991 growth: Established posts (3)	Additional requirements: Delayed impact of 1990-1991 growth: Other objects of expenditure (4)	Additional requirements: Recosting at revised 1991 rates: Established posts (5)	Additional requirements: Recosting at revised 1991 rates: Other objects of expenditure (6)	Additional requirements: Special adjustments (7)	Additional requirements: Total (8)	Net additional requirements (9) (8)-(2)	Total revalued 1990-1991 resource base (10) (1)+(9)
(c) Field operations support	6 121.7	33.6	-	-	181.6	10.2	-	191.8	158.2	6 279.9
(d) Buildings and commercial services										
(i) Commercial, procurement and transportation services	11 588.3	245.2	-	-	385.5	80.8	309.2 a/	775.5	530.3	12 118.6
(ii) Facilities management, maintenance and construction	87 147.8	159.9	-	-	858.2	2 654.4	-	3 512.6	3 352.7	90 500.5
(iii) Archives and records management	22 264.7	-	-	-	422.9	337.2	-	760.1	760.1	23 024.8
Subtotal	121 000.8	405.1	-	-	1 666.6	3 072.4	309.2	5 048.2	4 643.1	125 643.9
Total	189 745.5	1 267.3	-	-	3 147.9	3 880.4	309.2	7 337.5	6 070.2	195 815.7

a/ Reflects the redeployment of one D-1 post and one General Service post from Income section 3, Service, to the public (see para. 33D.70).

TABLE 33D.3. REGULAR BUDGET, DIRECT COSTS: SUMMARY OF 1992-1993 REQUIREMENTS AND RATES OF REAL GROWTH

(Thousands of United States dollars)

	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
D. Office of General Services							
1. Executive direction and management	1 151.4	51.0	28.0	1 230.4	77.4	1 307.8	2.3
2. Programme of work							
(a) Security and safety	23 254.2	628.9	100.1	23 983.2	1 929.0	25 912.2	0.2
(b) Electronic support services							
(i) Office of the Director	538.5	25.8	422.8	987.1	57.5	1 044.6	74.9
(ii) Telecommunications and Computer Operations Service	29 022.3	543.9	27.6	29 593.8	2 354.8	31 948.6	-
(iii) Technological Innovations Service	8 656.6	19.3	(3.1)	8 672.8	618.5	9 291.3	-
Subtotal	38 217.4	589.0	447.3	39 253.7	3 030.8	42 284.5	1.1
(c) Field operations support	6 121.7	158.2	29.4	6 309.3	413.5	6 722.8	0.4
(d) Buildings and commercial services							
(i) Commercial, procurement and transportation services	11 588.3	530.3	186.9	12 305.5	901.8	13 207.3	-
(ii) Facilities management, maintenance and construction	87 147.8	3 352.7	20 491.7	110 992.2	9 043.6	120 035.8	22.7
(iii) Archives and records management	22 264.7	760.1	(20 193.0)	2 831.8	196.7	3 028.5	(87.7)
Subtotal	121 000.8	4 643.1	485.6	126 129.5	10 142.1	136 271.6	0.2
Total	189 745.5	6 070.2	1 090.4	196 906.1	15 592.8	212 498.9	0.4

TABLE 33D.4. REGULAR BUDGET, DIRECT COSTS: SUMMARY OF 1992-1993 REQUIREMENTS AND RATES OF REAL GROWTH, BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
Established posts	51 161.3	2 490.1	207.6	53 859.0	3 905.5	57 764.5	0.5
General temporary assistance	396.6	15.0	-	411.6	33.9	445.5	-
Overtime and night differential	4 599.0	105.9	4.6	4 709.5	388.3	5 097.8	-
Individual service contracts	309.2	8.0	-	317.2	26.1	343.3	-
Institutional service contracts	372.2	9.8	-	382.0	31.5	413.5	-
Common staff costs	20 733.8	967.0	80.0	21 780.8	1 613.1	23 393.9	0.5
Representation allowances	9.6	-	-	9.6	-	9.6	-
Travel of staff	145.3	5.1	77.9	228.3	18.7	247.0	51.7
External printing and binding	148.6	3.8	-	152.4	12.6	165.0	-
Data-processing services	745.9	19.5	-	765.4	63.2	828.6	-
Rental and maintenance of premises	50 920.2	1 357.8	5.2	52 283.2	4 311.9	56 595.1	-
Utilities	17 833.1	1 243.8	-	19 076.9	1 573.0	20 649.9	-
Rental and maintenance of furniture and equipment	9 588.4	251.9	876.2	10 716.5	883.8	11 600.3	8.9
Communications	19 587.4	192.5	(657.6)	19 122.3	1 577.4	20 699.7	(3.3)
Official functions	11.1	0.3	-	11.4	0.9	12.3	-
Maintenance of furniture and equipment	4 946.7	154.1	-	5 100.8	499.2	5 600.0	-
Miscellaneous services	465.9	12.3	7.3	485.5	40.5	526.0	1.5
Supplies and materials	3 774.0	99.6	105.0	3 978.6	328.3	4 306.9	2.7
Furniture and equipment	3 997.2	(866.3)	384.2	3 515.1	284.9	3 800.0	2.4
Total	189 745.5	6 070.2	1 090.4	196 906.1	15 592.8	212 498.9	0.4

TABLE 33D.5. POST REQUIREMENTS

Organizational unit: Office of General Services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
ASG	1	1	-	-	-	-	1	1
D-2	3	3	-	-	-	-	3	3
D-1	7	8	-	-	-	-	7	8
P-5	12	14	-	-	2	2	14	16
P-4	21	20	-	-	8	9	29	29
P-3	19	19	-	-	10	10	29	29
P-2/1	19	18	-	-	1	1	20	19
Total	82	83	-	-	21	22	103	105
General Service category								
Principal level	15	15	-	-	2	2	17	17
Other levels	259	260	-	-	69	70	328	330
Total	274	275	-	-	71	72	345	347

TABLE 33D.5 (continued)

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Other categories								
Security Service	176	176	-	-	10	12	186	188
Local level	6	6	-	-	-	-	6	6
Field Service	18	18	-	-	-	-	18	18
Trades and crafts	148	148	-	-	4	4	152	152
Total	348	348	-	-	14	16	362	364
Grand total	704	706	-	-	106 a/	110 b/	810	816

a/ Includes 52 posts in support of peace-keeping operations (two P-5, eight P-4, eight P-3, one P-2 and 33 General Service (Other level) posts); 52 posts in support of extrabudgetary administrative structures (one P-3, 37 General Service posts (two at the Principal level), 10 Security and Safety and four Trades and crafts posts), and two posts (one P-3 and one General Service (Other level) posts) from the Trust Fund on Contribution to the United Nations Special Account.

b/ Includes 56 posts in support of peace-keeping operations (two P-5, nine P-4, nine P-3, one P-2 and 35 General Service (Other level posts) and 54 posts in support of administrative extrabudgetary structures (one P-3, 37 General Service posts (two at the Principal level), 12 Security and Safety and four Trades and crafts posts).

33D.1 The legislative authority for the present programme derives from General Assembly resolution 13 (I) of 13 February 1946, in which Conference and General Service was designated as a principal unit of the Secretariat. The responsibilities of the Office are described in the manual on the organization of the Secretariat (ST/SGB/Organization, sect. P(III)/Rev.1, of December 1978, as modified by ST/SGB/170 dated 29 December 1978, ST/SGB/185 dated 20 January 1982, ST/SGB/187 dated 26 February 1982, ST/SGB/191 dated 10 May 1982 and ST/SGB/Organization, sect. P(VI) dated March 1976).

33D.2 The activities of the Office of General Services are covered under Programme 43, "General services" and Programme 44, "Services to the public" of Major Programme X, Administrative services, of the medium-term plan for the period 1992-1997 (A/45/6/Rev.1). It is responsible for providing essential support services to substantive programmes, public information, conference and other common services programmes. That support takes the form of security and safety services; electronic support services (including telecommunications); field operations support; commercial procurement and transportation services; facilities management, major maintenance and construction; and archives and records management services. The Office also develops policies and provides guidance to overseas offices on policies concerning the activities under Programme 43. Most of the activities under this programme are of a continuing nature. Changes in the quantity of services do occur but are difficult to predict, since, in most cases, they are dependent on the levels of activity of substantive and other common services programmes.

33D.3 The activities of the Office of General Services have recently reflected significant adjustments to the changing requirements of the substantive and other programmes that they are designed to support. In the biennium 1992-1993, it is proposed to place special emphasis on modern communications technology, including high-speed facsimile machines and electronic transmission of data, in order to provide a faster response by the Organization to the needs of peace-keeping operations; on the renovation and modernization of existing facilities that have suffered from a piecemeal approach to major maintenance; and on the improvement of security in the light of possible threats of terrorism.

33D.4 The restructuring of the Office, which began during the biennium 1988-1989 in response to General Assembly resolution 41/213 of 19 December 1986 on the review of the efficiency of the administrative and financial functioning of the United Nations, was completed during the biennium 1990-1991. In conformity with the programme structure of the medium-term plan for the period 1992-1997, the functions of Mail Operations which formed part of the Mail, Archives and Records Management Service were transferred to the Buildings Management Service. A separate organizational unit, the Overseas Property Management and Construction Unit has been established within the Office. In addition to the current responsibility for the former unit for control and overall administration for overseas construction, the Unit will oversee the planning, management and operation of all existing physical facilities of the Organization; develop databases for all major properties of the Organization and guidelines on space standards; review long-range space requirements at all locations and formulate and implement long-range maintenance programmes at all locations. The Electronic Services Division was further reorganized to consolidate and streamline its functions.

33D.5 These changes are reflected in the current organizational structure of the Office of General Services which is as follows:

(a) Office of the Assistant Secretary-General;

(b) Security and Safety Service;

(c) Electronic Services Division:

(i) Telecommunications and Computer Operations Service:

a. New York Computer Section;

b. Telecommunications Operations Section;

c. Network Engineering and Planning Section;

(ii) Technological Innovations Service:

a. Office Automation Section;

b. Infrastructure and Application Support Section;

(d) Field Operations Division:

(i) Field Personnel Section;

(ii) Field Finance and Budget Section;

(iii) Field Logistics and Communications Section;

(e) Buildings and Commercial Services Division:

(i) Commercial, Purchase and Transportation Service;

(ii) Overseas Property Management and Construction Unit;

(iii) Buildings Management Service;

(iv) Archives and Records Management Section;

(v) United Nations Postal Administration.

33D.6 The Security and Safety Service carries out the activities under subprogramme 1, Security and safety, of Programme 43, General services, and reports directly to the Assistant Secretary-General. The Electronic Services Division carries out the activities under subprogramme 2, Electronic support services, and the Field Operations Division, the activities under subprogramme 3, Field operations support.

33D.7 The Buildings and Commercial Services Division carries out the activities under subprogramme 4, Commercial, procurement and transportation services, subprogramme 5, Facilities management, maintenance and construction, and subprogramme 6, Archives and records management, of Programme 43 of the medium-term plan. It is also responsible for the activities under subprogramme 1, Sale of philatelic items, and subprogramme 2, Commemorative medals and gift items, of Programme 44, Services to the public, of the medium-term plan.

33D.8 The resource requirements related to construction, alterations, improvements and major maintenance under subprogramme 5 are shown under section 35, Construction, alteration, improvement and major maintenance, of Part X, Capital expenditures. The activities carried out by the United Nations Postal Administration are covered under subprogramme 1, Sale of philatelic items, of Programme 44 and the related resource requirements are shown under Income section 3, Services to the public, of the proposed programme budget for the biennium 1992-1993.

33D.9 The estimated percentage distribution of the total resources of the Office of General Services for the biennium 1992-1993 under this section would be as follows:

	Regular budget	Extrabudgetary
	(percentage)	
1. Executive direction and management	0.6	-
2. Programme of work	99.4	100.0
Total	100.0	100.0

33D.10 Within the programme of work, the estimated distribution of resources among subprogrammes would be as follows:

		Regular budget	Extrabudgetary
		(percentage)	
Subprogramme 1.	Security and safety	12.3	9.7
Subprogramme 2.	Electronic support services	20.0	12.3
Subprogramme 3.*	Field operations support	3.2	31.4
Subprogramme 4.	Commercial, procurement and transportation services	6.3	19.8
Subprogramme 5.*	Facilities management, maintenance and construction	56.8	26.8
Subprogramme 6.	Archives and records management	1.4	-
	Total	100.0	100.0

* High priority.

1. Executive direction and management

TABLE 33D.6. ANAYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropri-ation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	589.6	28.2	20.2	638.0	35.7	673.7
General temporary assistance	275.1	10.4	-	285.5	23.5	309.0
Overtime and night differential	6.0	0.2	-	6.2	0.5	6.7
Common staff costs	227.1	10.9	7.8	245.8	13.8	259.6
Representation allowances	6.0	-	-	6.0	-	6.0
Travel of staff	18.2	0.6	-	18.8	1.5	20.3
Communications	21.9	0.5	-	22.4	1.8	24.2
Hospitality	7.5	0.2	-	7.7	0.6	8.3
Total	1 151.4	51.0	28.0	1 230.4	77.4	1 307.8

(2) Extrabudgetary resources

	-

Total	1 307.8

TABLE 33D.7. POST REQUIREMENTS

Organizational unit: Executive direction and management

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
ASG	1	1	-	-	-	-	1	1
P-5	-	1	-	-	-	-	-	1
P-4	1	-	-	-	-	-	1	-
P-3	1	1	-	-	-	-	1	1
Total	3	3	-	-	-	-	3	3
General Service category								
Other levels	3	3	-	-	-	-	3	3
Total	3	3	-	-	-	-	3	3
Grand total	6	6	-	-	-	-	6	6

1. Executive direction and management

33D.11 The Office of the Assistant Secretary-General is responsible for providing policy guidance, coordination and direction to the programme of work of the Office of General Services. It also provides secretariat services to the Committee on Contracts and the Property Survey Board. The Security and Safety Service, for which estimates are presented separately, reports directly to the Assistant Secretary-General.

Resource requirements (at revised 1991 rates)

Redeployment of posts

33D.12 The post of the special assistant to the Assistant Secretary-General of the Office of General Services has been reclassified at the P-5 level, owing to increased responsibilities. In order to provide a P-5 post in the Office of the Assistant Secretary-General, it is proposed to redeploy a P-5 post from the Buildings Management Service in exchange for the current P-4 post. Owing to restructuring, it was possible to consolidate the functions of the P-5 post in the latter service with an administrative officer at the P-4 level.

General temporary assistance

33D.13 A provision under this heading of $285,500 would be used for maternity and sick leave replacements for the whole Office and for Professional and General Service support during peak workload periods.

Overtime and night differential

33D.14 The amount of $6,200 proposed under this heading would be required to cover periods of peak workload in the Office of the Assistant Secretary-General.

Travel of staff

33D.15 The estimated requirements under this heading ($18,800) relate to the travel of the Assistant Secretary-General or his designated representatives. The level of resources requested is based on known requirements for travel to overseas offices on common services matters.

Communications

33D.16 The resources requested under this heading ($22,400) would cover the needs for long-distance telephone calls of the entire Office of General Services.

Hospitality

33D.17 The requirements under this heading ($7,700) relate to official functions and other hospitality for the Office of General Services as a whole, with the exception of the Field Operations Division.

2. Programme of work

(a) Security and safety

TABLE 33D.8. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	14 294.3	585.5	39.4	14 919.2	1 172.6	16 091.8
Overtime and night differential	2 552.7	29.0	-	2 581.7	212.9	2 794.6
Common staff costs	5 503.3	208.9	15.2	5 727.4	482.5	6 209.9
Travel of staff	4.7	0.1	-	4.8	0.4	5.2
External printing and binding	2.2	-	-	2.2	0.2	2.4
Rental and maintenance of premises	551.4	14.6	-	566.0	46.7	612.7
Rental of furniture and equipment	-	-	-	-	-	-
Furniture and equipment	345.6	(209.2)	45.5	181.9	13.7	195.6
Total	23 254.2	628.9	100.1	23 983.2	1 929.0	25 912.2

TABLE 33D.8 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	820.7	1 440.2
(ii) Extrabudgetary programmes	-	-
Total (a)	820.7	1 440.2
(b) Substantive activities	-	-
Total (b)	-	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	820.7	1 440.2
	Total	27 352.4

TABLE 33D.9. POST REQUIREMENTS

Organizational unit: Security and Safety Service

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	-	1	-	-	-	-	-	1
P-4	1	-	-	-	-	-	1	-
P-3	-	1	-	-	-	-	-	1
P-2/1	1	-	-	-	-	-	1	-
Total	3	3	-	-	-	-	3	3
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	8	8	-	-	-	-	8	8
Total	9	9	-	-	-	-	9	9
Other categories								
Security Service	176	176	-	-	10	12	186	188
Total	176	176	-	-	10	12	186	188
Grand total	188	188	-	-	10 a/	12 a/	198	200

a/ Extrabudgetary posts in support of extrabudgetary administrative structures.

(a) Security and safety

33D.18 Subprogramme 1, Security and safety, is carried out by the Security and Safety Service, which is responsible for the protection of persons and property at Headquarters. It controls access to the premises and patrols them, provides fire protection services and maintains an accident prevention programme. Efforts will be made to create a safe and secure environment in which the Organization can carry out its work efficiently. Activities will be focused on the security and safety of visiting dignitaries, delegates, staff and visitors to the United Nations and the security and safety of properties within the United Nations complex. In order to ensure that effective security measures are in effect at all United Nations premises, periodic inspections of offices away from Headquarters will be undertaken; training programmes for security officers at other locations will be carried out and the rotation of security staff between duty stations will be implemented, as required.

33D.19 The initial phase of a unified command structure for security and safety operations is proposed for the biennium 1992-1993 in order: (a) to provide for a cohesive interrelationship between Headquarters, other United Nations offices and the regional commissions, and (b) to maintain an adequate level of highly trained officers who are versatile in security operations at various duty stations.

Activities:

1. Security services

(a) Services related to office and conference facilities: screening of persons, vehicles and packages daily; confiscation of outdated grounds passes; inspection of pieces of property leaving the premises; screening of concealed weapons with metal detectors; and coverage of meetings, receptions and special events;

(b) Services related to garage facilities: tour platoon staff-screen vehicles, inspect delivery vehicles, sell parking tickets and inspect night garage permits, and record overnight parking of delegation vehicles for payment purposes;

(c) Special services: provision of escorts and personal protection for dignitaries; conducting investigations; and provision of liaison with host country law enforcement agencies;

(d) Pass and identification services: issuance of identification cards and passes, and maintenance of related records;

(e) Locksmith services: provision and maintenance of all locking systems for entire Headquarters premises, including safes.

2. Safety services

(a) Claims and safety services: inspections of Headquarters premises for safety and fire hazards; safety training programmes for security, fire officials, manual workers and guides; coordination of fire drills and safety engineering surveys; review of construction and alteration plans to ensure that safety and fire requirements are met; and drafting of safety reports and recommendations. Additionally, the following will be undertaken: inspections of elevators and

escalators, health inspections of kitchen facilities, investigations of motor vehicle accidents, compensation cases, accidents involving visitors and staff members, illnesses involving visitors, damage to personal property and United Nations property, as well as issuance of safety equipment to staff and contractual workers;

(b) Fire protection and emergency services: monitoring of fire and water alarms, inspection and practice evacuation of United Nations premises, and assistance to the Security and Safety Service in inspecting areas during bomb threats; responding to actual emergencies, including fire suppression, opening elevator doors and undertaking first aid; responses to all types of alarms; conducting fire watches during welding operations; and conducting training sessions.

Resource requirements (at revised 1991 rates)

Reclassification of posts

33D.20 The current establishment of Professional posts in the Security and Safety Service at all duty stations is 14 (one D-1, one P-5, two P-4, five P-3 and five P-2). In order to provide uniform standards for security, safety and related services throughout the Organization, the rationalization of a world-wide command structure for security and safety services, with New York having responsibility for overall direction, is proposed. A review of the grade structure at all duty stations, taking into account the issues of recruitment, mobility and career development, indicated that the establishment of a unified command structure would involve the reclassification and establishment of a sizeable turnover of Professional posts under several duty stations in order to deploy the required number and level of posts throughout the system (one D-1, three P-5, five P-4, three P-3 and five P-2). The reclassification of two posts is proposed under the section: one P-4 post to the P-5 level, in order to provide a suitable level for the Deputy to the Chief of Security and Safety who is at the D-1 level, and one P-2 post to the P-3 level for an Assistant Chief who, in addition to the administration and management of the Security training programme at Headquarters, would also be released, as required, for the purpose of assisting other duty stations.

Overtime and night differential

33D.21 Based on projections, it is estimated that the resources requested under this heading at the revalued base level ($2,581,700) would be adequate.

Travel of staff

33D.22 The resources requested under this heading, at the maintenance base level ($4,800) would provide for one trip within the United States of America for one week to attend the annual conference of International Chiefs of Police, as well as several trips to Washington, D.C., for the purpose of coordinating with host government authorities on security matters.

External printing and binding

33D.23 The estimate under this heading ($2,200), at the maintenance base level, is based on actual expenditures in recent years for the printing of a variety of forms required for security and safety purposes.

Rental and maintenance of premises

33D.24 The resources requested under this heading ($566,000), reflecting no growth, would provide for supplies to maintain premises and miscellaneous maintenance service. These are broken down as follows:

(a) Supplies to maintain premises. The resources requested ($477,000), reflecting no growth, would provide for the purchase, cleaning and pressing of uniforms and flags and the purchase of other security and safety supplies;

(b) Miscellaneous maintenance service. The estimate under this heading at the maintenance base level ($89,000), relates to the maintenance of the fire and security protection systems throughout the Headquarters building complex.

Furniture and equipment

33D.25 The resources requested under this heading ($181,900), reflecting a resource growth of $45,500, would provide for the replacement of security and safety equipment. The resource growth relates to the replacement of existing X-ray scanning machines that have become obsolete and subject to recurrent mechanical breakdowns.

(b) Electronic support services

TABLE 33D.10. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	7 232.8	336.2	43.4	7 612.4	478.1	8 090.5
Overtime and night differential	570.8	21.4	-	592.2	48.8	641.0
Individual service contracts	309.2	8.0	-	317.2	26.1	343.3
Institutional service contracts	372.2	9.8	-	382.0	31.5	413.5
Common staff costs	2 783.6	130.0	16.8	2 930.4	185.4	3 115.8
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	83.6	3.4	-	87.0	7.1	94.1
External printing and binding	11.1	0.3	-	11.4	0.9	12.3
Data-processing services	745.9	19.5	-	765.4	63.2	828.6
Rental and maintenance of furniture and equipment	8 986.0	236.2	872.0	10 094.2	832.5	10 926.7
Communications	14 618.4	61.7	(657.6)	14 022.5	1 156.3	15 178.8
Supplies and materials	1 611.6	42.4	98.7	1 752.7	144.5	1 897.2
Furniture and equipment	891.0	(279.9)	74.0	685.1	56.4	741.5
Total	38 217.4	589.0	447.3	39 253.7	3 030.8	42 284.5

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	1 084.2	1 327.1
(ii) Extrabudgetary programmes		
Peace-keeping operations	358.2	470.2
German Language Trust Fund	17.0	24.0
Total (a)	1 459.4	1 821.3
(b) Substantive activities	-	-
Total (b)	-	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	1 459.4	1 821.3
Total		44 105.8

TABLE 33D.11. POST REQUIREMENTS

Programme: Electronic support services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	3	3	-	-	-	-	3	3
P-5	4	5	-	-	-	-	4	5
P-4	8	8	-	-	-	-	8	8
P-3	7	6	-	-	-	-	7	6
P-2/1	8	8	-	-	1	1	9	9
Total	31	31	-	-	1	1	32	32
General Service category								
Principal level	9	9	-	-	1	1	10	10
Other levels	46	46	-	-	15	15	61	61
Total	55	55	-	-	16	16	71	71
Other categories								
Trades and crafts	4	4	-	-	-	-	4	4
Total	4	4	-	-	-	-	4	4
Grand total	90	90	-	-	17 a/	17 a/	107	107

a/ Includes four posts in support of peace-keeping operations (one P-2 and three General Service (Other level)), and 13 General Service posts one at the Principal level, in support of extrabudgetary administrative structures.

(b) Electronic support services

33D.26 Subprogramme 2, Electronic support services, is carried out by the Electronic Services Division. It is responsible for providing efficient, reliable and cost-effective computer operations to all offices in the Organization whose work programme requires computer support; assisting programme officers in the development of electronic applications necessary to fulfil their programme of activities; advising the Technological Innovations Board on policies relating to electronic services; providing an efficient and reliable electronic communications network globally, not only for the United Nations but also for the specialized agencies; participating in inter-agency programmes relating to electronic services and in exploring new technologies and their applicability to the work of the Organization.

33D.27 The share of the United Nations in the cost of the Advisory Committee for the Coordination of Information Systems (ACCIS) and the International Computing Centre (ICC), the resources of which were formerly budgeted under the Division, is now reflected under section 34, Special expenses, of the proposed programme budget for the biennium 1992-1993.

33D.28 Efforts will be directed to (a) the expansion of the technological innovations programme whereby microcomputers capable of word and data-processing functions are installed in all offices in which they are required and linked with local area networks (LANs) that are capable of communicating with larger processors and of performing multiple functions such as electronic mail, word processing, desk-top publishing, database and spreadsheet; (b) the replacement or upgrading of mainframe computers; (c) the provision of assistance to substantive programmes in the replacement of obsolete databases in order to secure access to a larger number of users; and (d) the monitoring of information systems to ensure that the data communications network is fully functional and expanding in line with the implementation of the Integrated Management Information System (IMIS) and the anticipated increased usage of these facilities by the specialized agencies and other programmes. In the area of telecommunications, emphasis will be given to upgrading the United Nations telecommunications system capabilities in order to provide world-wide electronic communications services and network facilities at Headquarters, and other duty stations, for peace-keeping operations and the specialized agencies; and the enhancement of telephone communications to accommodate data transmission.

33D.29 In the context of the restructuring of the Division, which was completed during the biennium 1990-1991, the functions of the Communications and Mainframe Computer Operations were consolidated into one Service, the Telecommunications and Computer Operations Service. The Office Automation Service assumed a number of activities carried out by the Advisory and Information Systems Support, in addition to technological innovations activities. The new Service has thus been renamed Technological Innovations Service. The rest of the activities under Advisory and Information Systems Support have been subsumed under the Office of the Director and under the new organization unit, Telecommunications and Computer Operations Service.

(i) Office of the Director

TABLE 33D.12. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	325.9	16.1	305.4	647.4	36.1	683.5
Overtime and night differential	2.4	0.1	-	2.5	0.2	2.7
Common staff costs	125.4	6.2	117.4	249.0	14.1	263.1
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	83.6	3.4	-	87.0	7.1	94.1
Total	538.5	25.8	422.8	987.1	57.5	1 044.6

(2) Extrabudgetary resources	-
Total	1 044.6

TABLE 33D.13. POST REQUIREMENTS

Organizational unit: Office of the Director

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	-	1	-	-	-	-	-	1
P-4	-	1	-	-	-	-	-	1
P-3	1	-	-	-	-	-	1	-
Total	2	3	-	-	-	-	2	3
General Service category								
Other levels	1	3	-	-	-	-	1	3
Total	1	3	-	-	-	-	1	3
Grand total	3	6	-	-	-	-	3	6

(i) Office of the Director

33D.30 The Office of the Director coordinates the activities of each of the services and sections within the Electronic Services Division. The Office also provides overall leadership to and management of the total activities of the Division, in particular in the establishment of global standards for hardware, software and communications, in order to ensure organization-wide compatibility. It advises the Technological Innovations Board on policies relating to electronic services. In addition, the Director represents the United Nations in negotiations and discussions with other agencies of the common system in the area of computers and information systems, and participates in the management direction of ICC and in the elaboration of the work programme of ACCIS.

Resource requirements (at revised 1991 rates)

Redeployment of posts

33D.31 As a result of the restructuring of the Division, the redeployment of a D-1 post to provide for a Security Standards and Quality Assurance Officer and two General Service posts, one from the Telecommunications and Computer Operations Service and one from the Technological Innovations Service, is proposed. The incumbent of the D-1 post would be responsible for the continuous functioning of all electronic data-processing resources (security, disaster recovery and quality assurance) and interdepartmental and global responsibilities of the subprogramme, including the planning of strategic direction of technological developments in the Organization.

Reclassification of posts

33D.32 It is proposed to reclassify the post of an administrative officer from the P-3 to the P-4 level in view of the level of responsibilities assigned to the post. The Division is one of the largest operational divisions of the Secretariat whose functions include the provision of an efficient, reliable and cost-effective computer operations and electronic telecommunications to all offices and the specialized agencies. The incumbent would be responsible for ensuring that the optimum utilization of human and financial resources of the Division through daily contacts at the divisional, departmental and central administration levels; acting on behalf of the Director in matters relating to divisional personnel and financial management and of interfacing with staff of other offices and departments.

Overtime and night differential

33D.33 An amount of $2,500 would provide for overtime requirements in the Office of the Director.

Travel of staff

33D.34 The estimated requirements under this heading ($87,000), at the resource base level, relate to travel of staff of the entire Electronic Services Division. Travel resources for the Division would thus be administered by the Office of the Director and include the following provisions:

(a) A provision of $6,200 for the Director, who represents the Assistant Secretary-General for General Services on matters relating to computer, telecommunications and information system activities, dealing with substantive issues for which the Division is responsible;

(b) A provision of $25,400 for travel of staff to overseas offices to: consult on the interchange of computer programmes and databases between Headquarters, Geneva and the regional commissions; to assist computer and office automation users in developing and improving applications; to assist overseas locations in the acquisition and utilization of telecommunications equipment and the telecommunications network; and to exchange information on experiences with other departments and offices;

(c) A provision of $26,600 to permit staff to work directly with overseas offices in introducing new technology as a means of increasing productivity and improvement on the quality and timeliness of output, and to visit suppliers in order to learn first-hand about new technological developments and how they might have Secretariat-wide applications;

(d) A provision of $28,800 to represent the United Nations at the meetings of the Administrative Council of the International Telecommunication Union (ITU) and at other international technical conferences, panels and working groups and for attendance at coordinating meetings with cooperating agencies such as the World Bank.

(ii) Telecommunications and Computer Operations Service

TABLE 33D.14. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	4 163.6	179.8	56.2	4 399.6	300.4	4 700.0
Overtime and night differential	568.4	21.3	-	589.7	48.6	638.3
Individual service contracts	94.2	2.4	-	96.6	7.9	104.5
Institutional service contracts	372.2	9.8	-	382.0	31.5	413.5
Common staff costs	1 601.9	69.1	22.0	1 693.0	116.6	1 809.6
External printing and binding	11.1	0.3	-	11.4	0.9	12.3
Data-processing services	535.1	14.0	-	549.1	45.4	594.5
Rental and maintenance of furniture and equipment	6 275.3	164.9	607.0	7 047.2	581.2	7 628.4
Communications	14 618.4	61.7	(657.6)	14 022.5	1 156.3	15 178.8
Supplies and materials	740.9	19.5	-	760.4	62.6	823.0
Furniture and equipment	41.2	1.1	-	42.3	3.4	45.7
Total	29 022.3	543.9	27.6	29 593.8	2 354.8	31 948.6

TABLE 33D.14 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	1 084.2	1 327.1
(ii) Extrabudgetary programmes		
Peace-keeping operations	358.2	470.2
German Language Trust Fund	17.0	24.0
Total (a)	1 459.4	1 821.3
(b) Substantive activities	-	-
Total (b)	-	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	1 459.4	1 821.3
	Total	33 769.9

TABLE 33D.15. POST REQUIREMENTS

Organizational unit: Telecommunications and Computer Operations Service

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	2	1	-	-	-	-	2	1
P-5	1	3	-	-	-	-	1	3
P-4	2	1	-	-	-	-	2	1
P-3	3	4	-	-	-	-	3	4
P-2/1	3	3	-	-	1	1	4	4
Total	11	12	-	-	1	1	12	13
General Service category								
Principal level	7	7	-	-	1	1	8	8
Other levels	41	40	-	-	15	15	56	55
Total	48	47	-	-	16	16	64	63
Grand total	59	59	-	-	17 a/	17 a/	76	76

a/ Includes four posts in support of peace-keeping operations (one P-2 and three General Service posts (Other level)), and 13 General Service posts (one at the Principal level) in support of extrabudgetary administrative structure.

(ii) Telecommunications and Computer Operations Service

33D.35 The Telecommunications and Computer Operations Service is responsible for: providing telecommunications facilities to United Nations offices and to organizations within the United Nations system; formulating system-wide policies, standards and procedures relating to the design and operation of the United Nations Telecommunications System; providing telecommunications support and network facilities to the Organization; advising offices, including other organizations within the common system, on telecommunications matters; and in representing the Organization at meetings of ITU. It is also responsible for providing user groups with a full range of electronic data-processing services, including mainframe computer processing, data communications and data entry and other related input/output services; providing technical advice, evaluation and guidance on specialized software questions; and ensuring that the necessary capability exists for processing requirements of user offices and that the facilities are maintained and operated in an efficient and cost-effective manner. This requires close daily liaison with all users to develop or maintain, inter alia, an enhanced performance capability to: (a) monitor current usage of the computer facilities by the various departments, offices and agencies, and project future demand for and usage of these facilities; (b) manage and, where possible, provide for growth in user demand based on periodic reviews and daily contacts; and (c) participate in instituting a comprehensive programme to improve the quality, availability and integration of computer-related services throughout the Secretariat that are most suited to the needs of users both within and outside the Organization.

33D.36 Users of the telcommunications network include the specialized agencies such as: the International Atomic Energy Agency (IAEA), the Food and Agriculture Organization of the United Nations (FAO), the World Bank, the International Civil Aviation Organization (ICAO), the International Labour Organisation (ILO), the International Maritime Organization (IMO), ITU, the United Nations Educational, Scientific and Cultural Organization (UNESCO), the Universal Postal Union (UPU), the World Health Organization (WHO), the World Meteorological Organization (WMO), the United Nations Industrial Development Organization (UNIDO), the World Intellectual Property Organization (WIPO) and the World Tourism Organization (WTO); and other United Nations programmes such as the International Court of Justice, the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the United Nations Institute for Training and Research (UNITAR), the United Nations University (UNU), the Office of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (Habitat). Efforts are currently being undertaken to encourage the United Nations Development Programme (UNDP) and the United Nations Children's Fund (UNICEF) to utilize to a greater extent the United Nations Telecommunications Network. Data communication services are provided to a variety of local and overseas offices. There are 60 local lines providing data communications to such offices as UNDP, UNICEF, the United Nations Joint Staff Pension Fund and the Department of International Economic and Social Affairs. Twenty data communications lines provide a link with overseas offices providing access to Headquarters to databases and processing systems.

Activities:

1. Communications

(a) Formulation of the United Nations telecommunications agenda;

(b) Provision of advice and technical support regarding communications services and operations to the United Nations and organizations in the United Nations system;

(c) Provision of world-wide electronic communications services and network facilities, comprising telex, facsimile, dedicated voice, satellite and data channels utilized by all organizations in the United Nations system;

(d) Provision of national and international telephone facilities.

2. Mainframe computer service

(a) Operation and maintenance of the New York Computing facilities, which operates on a 24-hour basis to provide daily more than 500 hours of terminal connect time, to receive and transmit more than 400 documents to and from overseas offices, to process approximately 1,500 jobs and to produce approximately 2.1 million lines of print;

(b) System software and network management of the New York Computing Service: selection, installation and expert technical advice on computer hardware and software, and operation of the New York Computer Section components of the data communications network.

Resource requirements (at revised 1991 rates)

Redeployment of posts

33D.37 As indicated in paragraph 33D.30 above, the redeployment of one D-1 and one General Service post from the Telecommunications and Computer Operations Service to the Office of the Director is proposed. In addition, the redeployment of two Professional posts, one each at the P-5 and the P-3 levels into the Service from the Technological Innovations Service is proposed.

Reclassification of posts

33D.38 The Organization will be providing electronic communications services and network facilities at Headquarters, the major duty stations, peace-keeping operations and to the special agencies. The Chief of the Telecommunications Operations Section will provide guidance and set standards on the use of the Organization's communication facilities to offices away from Headquarters and organizations within the United Nations system. The reclassification of the post from the P-4 to the P-5 level for the Chief of the Telecommunications Operations Section is, therefore, proposed.

Overtime and night differential

33D.39 A provision under this heading ($589,700), at the resource base level, is requested to provide essential communications services during peak workload periods and for extended coverage of the New York Computing Service.

Individual services contracts

33D.40 A provision of $96,600, at the maintenance level, is requested under this heading to provide for technical expertise, not available in-house, required to evaluate and develop specific projects in areas of telecommunications and for performance evaluation and tuning of the mainframe computer. The performance evaluation, tuning and planning require highly specialized expertise on a periodic basis.

Institutional services contracts

33D.41 The resources requested under this heading ($382,000), reflecting no growth, would provide for contractual arrangements related to data entry, which has, since the biennium 1990-1991, been assigned to outside contractors.

External printing and binding

33D.42 The resources requested ($11,400), at the resource base level, would cover the cost of printing forms related to communications.

Data-processing services

33D.43 Resources under this heading ($549,100), involving no resource growth, are estimated as follows:

(a) A provision ($372,800) for proprietary acquisition and rental of software;

(b) A provision of $176,300 for the acquisition, installation and rental of specialized databases for direct user access, including external access to databases of relevance to programmes of departments and offices. The estimated resources would also cover usage and telecommunications charges in connection with access to specialized external database services.

Rental and maintenance of furniture and equipment

33D.44 On the basis of an analysis of the 1991 projected expenditures under rental and maintenance of the mainframe computer equipment and all peripheral devices, including those exclusively used by departments and offices at Headquarters, estimated 1992-1993 requirements are as summarized below:

	1991 projected expenditures	Estimated 1992-1993 requirements
	$	$
(a) Mainframe computer	3 042 900	6 563 800
(b) Peripheral devices:		
209 terminals	125 400	
40 printers	24 000	
29,170 MB of disk space	516 400	
Subtotal	665 800	1 331 600
(c) Communications	227 300	454 600
Total	3 936 000	8 350 000

33D.45 Of the estimated total biennial expenditures ($8,378,900), a sum of $1,331,600 is apportioned and budgeted under individual sections to cover the requirements of programmes of departments and offices at Headquarters ($1,060,400), $28,800 is budgeted under the Service for peripheral devices used by the New York Computing Service and $242,400 is charged to external users such as UNDP, UNICEF, the United Nations Population Fund and the United Nations Joint Staff Pension Fund. The specific requirements of the New York Computer Section under rental and maintenance of equipment are thus estimated at $7,047,200, reflecting a resource growth of $607,000, and would cover rental and maintenance of the mainframe computer ($6,563,800), peripheral devices used by the New York Computing Service ($28,800) and telecommunications ($454,600) providing transmission linkage to the United Nations global network of data-processing equipment. The resource growth of $607,000 relates to the upgrading of the mainframe CPU and related disk drives and control units which are now over six years old.

33D.46 Charges to external users such as UNDP, UNICEF, the United Nations Joint Staff Pension Fund and the Office of the United Nations Disaster Relief Coordinator (UNDRO) for computer services, which include staffing and other costs, estimated at $774,300, are included in that provision.

Communications

33D.47 The estimates under this heading ($14,022,500), which reflect a negative growth of $657,600, may be broken down as follows:

(a) Cables and telex charges: the provision of $2,232,100 requested for this purpose assumes that there will be no significant increase in the volume of traffic in the forthcoming biennium;

(b) Rental of alternate voice/data circuits: the resources requested at the maintenance base level ($3,410,800) relate to the rental and maintenance costs of the alternate voice/data circuits between New York, Addis Ababa, Nairobi, Santiago and Vienna;

(c) Computerized message-switching system: the resources requested ($624,300), reflecting no growth, relate, inter alia, to the maintenance of the computerized message-switching systems at New York and Geneva;

(d) Telephone rental: the lease and purchase agreements for the acquisition of the United Nations privately owned telephone system will have been concluded in 1992-1993. The resources requested under this heading ($5,897,400), reflecting a negative growth of $607,000, would provide for the trunk and tie-line rental costs, the enhancement of telephone switch for data capability, including an Integrated Services Digital Network Interface (ISDI), which will allow integration with new services offered by carriers such as high-speed data facsimile and computer-to-computer applications; and increases in maintenance costs resulting from the enhancement to the telephone switch;

(e) Telephone, local messages: the resources requested under this heading ($1,330,400), at the maintenance base level, are based on the costs of additional message units for local calls during 1990;

(f) Telephone - installations: a provision of $527,500, reflecting a negative growth of $50,600, is requested for technician wage costs that are not covered by the maintenance contract, telephone instruments, system hardware and station wire.

Supplies and materials

33D.48 The resources requested under this heading ($760,400), reflecting no growth, would cover the cost of data-processing supplies such as computer paper, magnetic tapes, printer ribbons and data-processing forms and the cost of supplies and maintenance parts in support of telecommunications activities.

Furniture and equipment

33D.49 The resources required ($42,300), at the maintenance level, relate to the replacement programme of telecommunications equipment.

(iii) Technological Innovations Service

TABLE 33D.16. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	2 743.3	140.3	(318.2)	2 565.4	141.6	2 707.0
Individual service contracts	215.0	5.6	-	220.6	18.2	238.8
Common staff costs	1 056.3	54.7	(122.6)	988.4	54.7	1 043.1
Data-processing services	210.8	5.5	-	216.3	17.8	234.1
Rental and maintenance of furniture and equipment	2 710.7	71.3	265.0	3 047.0	251.3	3 298.3
Supplies and materials	870.7	22.9	98.7	992.3	81.9	1 074.2
Furniture and equipment	849.8	(281.0)	74.0	642.8	53.0	695.8
Total	8 656.6	19.3	(3.1)	8 672.8	618.5	9 291.3

(2) Extrabudgetary resources	-
Total	9 291.3

TABLE 33D.17. POST REQUIREMENTS

Programme: Technological Innovations Service

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	3	2	-	-	-	-	3	2
P-4	6	6	-	-	-	-	6	6
P-3	3	2	-	-	-	-	3	2
P-2/1	5	5	-	-	-	-	5	5
Total	18	16	-	-	-	-	18	16
General Service category								
Principal level	2	2	-	-	-	-	2	2
Other levels	4	3	-	-	-	-	4	3
Total	6	5	-	-	-	-	6	5
Other categories								
Trades and crafts	4	4	-	-	-	-	4	4
Total	4	4	-	-	-	-	4	4
Grand total	28	25	-	-	-	-	28	25

(iii) Technological Innovations Service

33D.50 The Technological Innovations Service, consisting of the Office Automation Section and the Infrastructure and Applications Section, provides the following services:

1. Office automation: provides secretariat services to the Working Group of the Technological Innovations Board; plans and implements a programme to secure potential benefits and savings from the acquisition and use of office automation technology; assists offices in determining requirements and configurations for technological innovations; provides operations support for office automation activities to other offices and departments; maintains complete records covering all office automation equipment and related software; undertakes reviews and analysis of technological trends and developments in the office automation field; evaluates their application to the work of the Organization; and recommends hardware and software standards relating to office automation.

2. Infrastructure and applications: provides technical assistance to user offices and departments in the development and design of computer-based applications by conducting and managing feasibility studies for computerizing information systems; provides technical support to departments and offices for applications packages that are of a general nature, such as database management software; implements Secretariat-wide infrastructure projects, such as electronic mail and optical disc systems; formulates Secretariat-wide policies, standards and procedures relating to the design and operation of the information systems; and, subject to the availability of resources, provides programming support to departments and offices.

Resource requirements (at revised 1991 rates)

Redeployment of posts

33D.51 As a result of the restructuring of the Division, the redeployment of three posts from the Technological Innovations Service is proposed (one P-5, and one P-3) to the Telecommunications and Computer Operations Service and one General Service post to the Office of the Director.

Individual services contracts

33D.52 The resources requested ($220,600), at the maintenance level, would provide for technical services not available in-house for the evaluation of special projects in the areas of local area networking, electronic mail services, specialized software packages, specialized office automation hardware, and support services rendered to various information systems.

Data-processing services

33D.53 The estimated requirements under this heading ($216,300), at the resource base level, would provide for systems design and development related to technological innovations.

Rental and maintenance of furniture and equipment

33D.54 The estimates under this heading ($3,047,000) may be broken down as follows:

(a) Rental and maintenance of office equipment: the resources requested under this heading at the maintenance base level ($1,660,000) would provide for the rental and maintenance of photocopy machines at Headquarters. The estimate is based on the assumption that there would be no change in the existing contractual arrangement;

(b) Rental and maintenance of office automation equipment: a total provision ($1,350,800), reflecting a growth of $265,000, is proposed under this heading to cover the share of the Office of General Services for the cost of a global maintenance administration contract in connection with all United Nations-owned word-processing equipment and the maintenance of word-processing and micro-computer equipment as a network communications linkage with equipment at other offices, including those away from Headquarters. The resource growth is due partly to maintenance cost of office equipment purchased at the end of the biennium 1988-1989 for which no maintenance provisions were made, and new acquisitions proposed for 1992-1993;

(c) Maintenance of other equipment and furniture: the resources requested under this heading ($36,200) relate to the maintenance and repair of typewriters and calculators.

Supplies and materials

33D.55 The resources requested ($992,300), reflecting a resource growth of $98,700, would cover the cost of photocopy paper and supplies and data-processing supplies. The resource growth is due to increased usage of office automation equipment which gives rise to additional requirements under this heading.

Furniture and equipment

33D.56 The estimates under this heading ($642,800), of which $270,000 is non-recurrent, may be broken down as follows:

(a) Office equipment: the resources requested under this heading ($285,400), at the maintenance base level, would provide for the acquisition and replacement of typewriters and calculators;

(b) Replacement/acquisition of data-processing equipment: The resources under this heading ($357,400), reflecting a resource growth of $74,000, would provide for replacement of office automation equipment for all offices under the section.

(c) Field operations support

TABLE 33D.18. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	3 454.8	109.4	-	3 564.2	226.1	3 790.3
Overtime and night differential	5.0	0.2	4.6	9.8	0.9	10.7
Common staff costs	2 365.0	72.2	-	2 437.2	159.5	2 596.7
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	4.9	0.1	-	5.0	0.4	5.4
Rental and maintenance of premises	57.5	4.0	5.2	66.7	6.1	72.8
Rental and maintenance of furniture and equipment	26.0	0.8	4.2	31.0	2.7	33.7
Communications	44.8	1.4	-	46.2	4.3	50.5
Official fun tions	3.6	0.1	-	3.7	0.3	4.0
Miscellaneous services	43.6	1.2	7.3	52.1	4.8	56.9
Supplies and materials	33.1	1.0	6.3	40.4	3.6	44.0
Furniture and equipment	82.2	(32.2)	1.8	51.8	4.8	56.6
Total	6 121.7	158.2	29.4	6 309.3	413.5	6 722.8

TABLE 33D.18 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	-	-
(ii) Extrabudgetary programmes		
Peace-keeping operations	4 254.0	4 671.6
Total (a)	4 254.0	4 671.6
(b) Substantive activities		
Trust Fund on Contributions to the United Nations Special Account	249.6	-
Total (b)	249.6	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	4 503.6	4 671.6
	Total	11 394.4

TABLE 33D.19. POST REQUIREMENTS

Organizational unit: Field operations support

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	2	2	3	3
P-4	2	2	-	-	8	8	10	10
P-3	1	1	-	-	5	4	6	5
P-2/1	3	3	-	-	-	-	3	3
Total	9	9	-	-	15	14	24	23
General Service category								
Other levels	11	11	-	-	22	21	33	32
Total	11	11	-	-	22	21	33	32
Other categories								
Local level	6	6	-	-	-	-	6	6
Field Service	18	18	-	-	-	-	18	18
Total	24	24	-	-	-	-	24	24
Grand total	44	44	-	-	37 a/	35 b/	81	79

a/ Includes 35 extrabudgetary posts in support of peace-keeping operations and two posts (one P-3 and one General Service (Other level)) from the Trust Fund for Contributions to the United Nations Special Account.

b/ Extrabudgetary posts in support of peace-keeping activities.

(c) Field operations support

33D.57 The Field Operations Division, in close cooperation and coordination with all relevant offices, is responsible for providing policy direction and a full range of administrative support to missions of the Good Offices of the Secretary-General, special missions, peace-keeping operations and such other field missions as the Secretary-General may decide. This support encompasses the areas of logistics, communications, field personnel administration, travel, finance, budget and electronic-data processing. The Division manages the United Nations Supply Depot at Pisa, the activities of which are included under this subprogramme. The assignment and administration of Field Service communications personnel (whose functions include the operation and maintenance of communications networks at those locations, thus, providing vital links between those offices and Headquarters) to the regional commissions, UNEP and the United Nations communications stations at Lusaka and Zambia is another form of support provided by the Division.

Activities:

1. Logistical support

Serves as the interface between the field missions and the Commercial, Procurement and Transportation Service in respect of international procurement; on behalf of these missions, presents cases to the Headquarters Contracts Committee and coordinates third-party liability insurance and shipping claims; advises and organizes air charter rotation; directs stock control and disposal of surplus supplies and equipment; manages the Supply Depot at Pisa, which is responsible for ensuring the speedy delivery of supplies and equipment (including communications equipment, spare parts, uniforms, United Nations insignia and flags, vehicles, generators and office equipment) to existing and newly-established missions, as and when required; and serves as a storage location and receiving area for a number of supplies, vehicles and other equipment required by the field missions.

2. Field personnel administration, communications, electronic data processing and travel

(a) In coordination and consultation with the Office of Human Resources Management, evaluates, tests, recruits and administers a cadre of Field Service personnel and acts as the interface between established offices and field missions in the assignment, briefing and administration of staff serving in the field; maintains liaison with the Office of Human Resources Management and the field missions in respect of locally-recruited staff and consultants; monitors uniform application of personnel policies and procedures in accordance with the United Nations Staff Regulations and Rules and related guidelines and directives; and maintains statistics of personnel;

(b) In cooperation with the Office of the Security Coordinator of interorganizational security measures, assists in planning for the protection of United Nations personnel and property at field missions;

(c) Assignment and administration of Field Service communications personnel to the regional commissions, UNEP and the United Nations communications station at Lusaka and Zambia whose responsibilities include the operation and maintenance of the communications networks at those locations, thereby providing vital links between and among those offices and Headquarters;

(d) Performs certain administrative aspects of the assignment of military observers provided by Governments, such as medical clearance, visas, travel and shipping arrangements, compensation claims and control and administration of the United Nations peace-keeping medals;

(e) Renders administrative services in election verification and the development of new policies and practices for the utilization of government-provided civilian personnel.

3. Budget and finance

(a) Prepares programme budgets for missions and field offices whose activities are financed from the regular budget, assessments to Special Funds, voluntary contributions or from the Working Capital Fund;

(b) In close coordination with the Office of Programme Planning, Budget and Finance, controls and monitors the budgets of field missions; maintains detailed auxiliary accounts for all missions under its administrative control; prepares monthly statements of field expenditures and final performance reports; processes claims from Governments in respect of services and equipment provided to peace-keeping and other field operations, including compensations claims in respect of military personnel.

Resource requirements (at revised 1991 rates)

Overtime and night differential

33D.58 The estimated requirements under this heading ($9,800), reflecting a resource growth of $4,600, relate to the need to meet work deadlines or emergency needs that arise in connection with the establishment of new missions or other considerations, given the nature of peace-keeping operations.

Travel of staff

33D.59 The provision ($5,000) under this heading relates to travel of the Director and his immediate staff to the various missions and offices on a periodic and/or ad hoc basis.

Rental and maintenance of premises

33D.60 A provision of $66,700, reflecting a resource growth of $5,200, is requested for the maintenance of the United Nations Supply Depot building at Pisa. The growth requested reflects the higher costs of cleaning services.

Rental and maintenance of furniture and equipment

33D.61 The resources requested under this heading ($31,000) can be broken down as follows:

(a) A provision of $6,600 relates to the rental and maintenance cost of peripheral electronic data-processing devices connected to the mainframe of the New York Computing Service;

(b) A provision of $24,400 is requested for the United Nations Supply Depot, reflecting a resource growth of $4,200, for the maintenance cost of four vehicles and two forklifts ($10,600), purchase of petrol, oil and lubricants ($9,900), and maintenance and repair of office and workshop equipment ($3,900).

Communications

33D.62 The estimated requirements of $46,200 relate to the cost of telephone and telex services, and weekly pouch service between New York and Pisa.

Miscellaneous services

33D.63 A provision of $52,100, reflecting a resource growth of $7,300, required by the Depot relates to the estimated cost of freight and related charges ($30,500), insurance and other services ($21,600).

Supplies and materials

33D.64 The estimates under this heading ($40,400), reflecting a resource growth of $6,300, relate to stationery and office supplies, including reproduction materials, computer software, and miscellaneous supplies for the United Nations Supply Depot at Pisa.

Furniture and equipment

33D.65 The total estimated requirements ($51,800), which all relate to the Depot, would cover the costs of transportation equipment ($34,000), office equipment ($5,000) and the installation of uninterrupted power supply (UPS) monitor and printer ($12,800).

(d) Buildings and commercial services

TABLE 33D.20. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	25 589.8	1 430.8	104.6	27 125.2	1 993.0	29 118.2
General temporary assistance	121.5	4.6	-	126.1	10.4	136.5
Overtime and night differential	1 464.5	55.1	-	1 519.6	125.2	1 644.8
Common staff costs	9 854.8	545.0	40.2	10 440.0	771.9	11 211.9
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	33.9	0.9	77.9	112.7	9.3	122.0
External printing and binding	135.3	3.5	-	138.8	11.5	150.3
Rental and maintenance of premises	50 311.3	1 339.2	-	51 650.5	4 259.1	55 909.6
Utilities	17 833.1	1 243.8	-	19 076.9	1 573.0	20 649.9
Rental of furniture and equipment	576.4	14.9	-	591.3	48.6	639.9
Communications	4 902.3	128.9	-	5 031.2	415.0	5 446.2
Maintenance of furniture and equipment	4 946.7	154.1	-	5 100.8	499.2	5 600.0
Miscellaneous services	422.3	11.1	-	433.4	35.7	469.1
Supplies and materials	2 129.3	56.2	-	2 185.5	180.2	2 365.7
Furniture and equipment	2 678.4	(345.0)	262.9	2 596.3	210.0	2 806.3
Total	121 000.8	4 643.1	485.6	126 129.5	10 142.1	136 271.6

TABLE 33D.20 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	2 459.3	3 070.8
(ii) Extrabudgetary programmes		
Peace-keeping operations	1 288.9	2 182.2
German Language Trust Fund	168.4	177.0
Technical cooperation programme support	1 500.0	1 500.0
Total (a)	5 416.6	6 930.0
(b) Substantive activities		
Trust Fund on Coordinated Procurement of the United Nations System	238.5	-
Total (b)	238.5	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	5 655.1	6 930.0
Total		143 201.6

TABLE 33D.21. POST REQUIREMENTS

Organizational unit: Buildings and commercial services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	2	3	-	-	-	-	2	3
P-5	7	6	-	-	-	-	7	6
P-4	9	10	-	-	-	1	9	11
P-3	10	10	-	-	5	6	15	16
P-2/1	7	7	-	-	-	-	7	7
Total	36	37	-	-	5	7	41	44
General Service category								
Principal level	5	5	-	-	1	1	6	6
Other levels	191	192	-	-	32	34	223	226
Total	196	197	-	-	33	35	229	232
Other categories								
Trades and crafts	144	144	-	-	4	4	148	148
Total	144	144	-	-	4	4	148	148
Grand total	376	378	-	-	42 a/	46 b/	418	424

a/ Includes 13 posts in support of peace-keeping operations (four P-3 and nine General Service (Other level) posts), and 29 posts in support of extrabudgetary administrative structures (one P-3, 24 General Service (one at the Principal level) and four Trades and crafts posts).

b/ Includes 17 posts in support of peace-keeping operations (one P-4, five P-3 and 11 General Service (Other level)), and 29 posts in support of extrabudgetary administrative structures (one P-3, 24 General Service (one at the Principal level) and four Trades and crafts posts).

(d) Buildings and commercial services

33D.66 As indicated in paragraph 33D.7 above, the Buildings and Commercial Services Division, headed by a Director, carries out the following activities:

(a) Under Programme 43, General services, of the medium-term plan for the period 1992-1997 the Office is responsible for three subprogrammes, namely, subprogramme 4, Commercial, procurement and transportation services, subprogramme 5, Facilities management, maintenance and construction, and subprogramme 6, Archives and records management;

(b) Under Programme 44, Services to the public, the Division is responsible for subprogramme 1, Sale of philatelic items, and subprogramme 2, Commemorative medals and gift items, the activities of which are undertaken by the United Nations Postal Administration, which reports directly to the Director of the Division. The resources under Programme 44 are requested under Income section 3 of the proposed programme budget for the biennium 1992-1993. In addition, the Buildings and Commercial Services Division is responsible for other income-generating activities, such as the newstand, garage operations and catering services.

33D.67 For purposes of presentation, the programme of work under Programme 43 for which the Division is responsible is presented under the Division. The post of the Director of the Division and the General Service support staff and related resource requirements, however, are being requested under subprogramme 5, Facilities management, maintenance and construction.

(i) Commercial, procurement and transportation services

TABLE 33D.22. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	6 008.0	502.2	-	6 510.2	457.4	6 967.6
Overtime and night differential	136.2	5.2	-	141.4	11.6	153.0
Common staff costs	2 313.1	192.5	-	2 505.6	177.6	2 683.2
Travel of staff	4.7	0.1	-	4.8	0.4	5.2
External printing and binding	125.9	3.3	-	129.2	10.7	139.9
Rental and maintenance of furniture and equipment	379.7	9.7	-	389.4	31.9	421.3
Miscellaneous services	422.3	11.1	-	433.4	35.7	469.1
Supplies and materials	1 798.6	47.4	-	1 846.0	152.1	1 998.1
Furniture and equipment	399.8	(241.2)	186.9	345.5	24.4	369.9
Total	11 588.3	530.3	186.9	12 305.5	901.8	13 207.3

TABLE 33D.22 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	748.0	959.3
(ii) Extrabudgetary programmes		
Peace-keeping operations	1 045.0	1 969.4
German Language Trust Fund	15.2	20.0
Total (a)	1 808.2	2 948.7
(b) Substantive activities		
Trust Fund on Coordinated Procurement of the United Nations System	238.5	-
Total (b)	238.5	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	2 046.7	2 948.7
Total		16 156.0

TABLE 33D.23. POST REQUIREMENTS

Programme: Commercial, procurement and transportation services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	3	3	-	-	-	-	3	3
P-4	4	4	-	-	-	1	4	5
P-3	3	3	-	-	4	5	7	8
P-2/1	3	3	-	-	-	-	3	3
Total	14	14	-	-	4	6	18	20
General Service category								
Other levels	49	49	-	-	11	13	60	62
Total	49	49	-	-	11	13	60	62
Other categories								
Trades and crafts	25	25	-	-	4	4	29	29
Total	25	25	-	-	4	4	29	29
Grand total	88	88	-	-	19 a/	23 b/	107	111

a/ Includes 10 posts in support of peace-keeping operations (four P-3 and six General Service (Other level) posts), and nine posts in support of extrabudgetary administrative structures (five General Service (Other level) and four Trades and crafts).

b/ Includes 14 posts in support of peace-keeping operations (one P-4, five P-3 and eight General Service (Other level)) and nine posts in support of extrabudgetary administrative structures (five General Service (Other level) and four Trades and crafts).

(i) Commercial, procurement and transportation services

33D.68 Subprogramme 4, Commercial, procurement and transportation services, is carried out by the Commercial, Procurement and Transportation Service. It is responsible for obtaining supplies, equipment and contractual services for Headquarters and certain overseas offices, arranging travel and removal services, and operating a number of support services such as: supplies issue, receiving, shipping, and the operation of official motor vehicles. The Service also oversees the catering operations, news-stand and the Gift Centre, the resources of which are budgeted under Income section 3, Services to the public.

33D.69 Efforts will be directed in the efficient and cost-effective administration of the commercial, procurement and transportation activities and support services for Headquarters and peace-keeping operations; to achieving greater coordination between substantive office's procurement programmes in order to meet the latter's needs more quickly and effectively; to the systematic application of new technologies to all aspects of the Organization's procurement operations; and, to the establishment of a centralized procurement system for the United Nations, its related programmes and organizations within the common system.

Activities:

1. Procurement services

Procurement of services, negotiation and administration of contracts, supplies and equipment for United Nations Headquarters, information centres, regional commissions, specialized agencies, peace-keeping operations and special missions; presentation of cases to the Committee on Contracts; maintenance of computerized rosters of vendors and completed purchase orders; processing of requisitions, bids, purchase orders and invoices and administration of the automated procurement system.

2. Transportation

Provision of laissez-passers, visa applications, customs clearances and travel transactions to staff members of the United Nations and specialized agencies and delegates attending General Assembly sessions; arrangement of incoming and outgoing shipments for offices at Headquarters and overseas and staff members of the United Nations and specialized agencies; monitoring of shipments by forwarders; filing and settlement of insurance claims; provision of stores and control services for expendable supplies for United Nations Headquarters and overseas offices; preparation of receiving and inspection reports.

Resource requirements (at revised 1991 rates)

Revaluation of resource base

33D.70 The redeployment of one D-1 post and one General Service post from Income section 3, Services to the public, into this expenditure section is proposed as an adjustment to the base. The proposal reflects the current structure of the medium-term plan for the period 1992-1997, whereby Commercial Management Services (included under income-generating activities in the current plan) are now programmed under subprogramme 4 (Commercial, procurement and transportation services) of Programme 43, General services. The D-1 post and the related

secretarial support post are for the Chief of the Commercial, Procurement and Transportation Service and a secretary. The balance of the staff and other resources are currently budgeted under this section. A corresponding decrease will be reflected under Income section 3 of the proposed programme budget for the biennium 1992-1993.

Overtime and night differential

33D.71 A provision under this heading ($141,400), at the resource base level, is requested to cover overtime requirements during peak work-load periods.

Travel of staff

33D.72 The resources requested under this heading ($4,800) would provide for inter-agency consultations on improved coordination in purchasing activities.

External printing and binding

33D.73 It is estimated that resources at the maintenance base level ($129,200) would cover the requirements for the printing of forms for the Commercial, Purchase and Transportation Service (travel authorizations, visa and purchasing forms, laissez-passers, etc.).

Rental and maintenance of furniture and equipment

33D.74 The estimates under this heading ($389,400) may be broken down as follows:

(a) Maintenance and operation of transportation equipment: the resources requested under this heading ($122,100) would provide for the maintenance and repair of all United Nations vehicles, including tractors. Based on historical data and actual expenditures to date in the current biennium, resources at the maintenance base level are considered adequate to meet requirements for these purposes in the forthcoming biennium;

(b) Rental and maintenance of electronic data-processing equipment: the resources requested under this heading ($172,000) would provide for the rental and maintenance of peripheral EDP devices connected to the computer mainframe;

(c) Maintenance of other equipment and furniture: resources requested under this heading ($22,300) would provide for the maintenance and repair of miscellaneous equipment, such as shredders, check signers, microfiche readers and medical equipment;

(d) Local transportation: the resources requested under this heading ($73,000) would cover the cost of local transportation in connection with obtaining visas for official travel and rental of vehicles, when required, to meet peak workloads.

Miscellaneous services

33D.75 The estimates under this heading ($433,400), reflecting no growth, relate to freight and related costs ($393,100) and to a variety of costs ($40,300), such as the rental and servicing of cable television sets and business research expenses incurred by the purchasing service.

Supplies and materials

33D.76 The estimates under this heading ($1,846,000) may be broken down as follows:

(a) Stationery: the resources requested under this heading ($78,000) at the maintenance base level relate to the cost of purchasing air mail letterhead stationery;

(b) Other expendable office supplies: the resources requested under this heading ($1,572,900), at the maintenance base level, relate to standard office supplies, such as messenger and postal mail envelopes, folders, teletype paper and word-processing supplies;

(c) Stencils, duplicating masters and supplies: the resources requested under this heading ($1,400) at the maintenance base level are considered adequate to meet estimated requirements in the forthcoming biennium;

(d) Miscellaneous supplies: the provisions requested under this heading ($193,700), at the maintenance level, relate to the costs of miscellaneous items, such as typing elements, battery packs and conference room supplies.

Furniture and equipment

33D.77 The estimates under this heading ($345,500), reflecting a non-recurrent growth of $186,900, may be broken down as follows:

(a) Acquisition of data-processing equipment: a non-recurrent appropriation of $145,300 is requested for the acquisition of a Wang Imaging System in connection with the computerization of the procurement activities;

(b) Transportation equipment: an amount of $200,200, reflecting a non-recurrent growth of $41,600, is requested for the normal replacement programme, which is based on the age or mileage of the vehicles. The non-recurrent growth relates to more than the usual number of vehicles which needs to be replaced during 1992-1993.

(ii) Facilities management, maintenance and construction

TABLE 33D.24. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	11 886.4	623.0	6 087.8	18 597.2	1 396.5	19 993.7
General temporary assistance	121.5	4.6	-	126.1	10.4	136.5
Overtime and night differential	649.6	24.4	704.2	1 378.2	113.6	1 491.8
Common staff costs	4 582.2	235.2	2 340.8	7 158.2	539.8	7 698.0
Representation allowances	1.2	-	-	1.2	-	1.2
Travel of staff	20.2	0.6	77.9	98.7	8.2	106.9
External printing and binding	3.5	0.1	6.0	9.6	0.8	10.4
Rental and maintenance of premises	50 311.3	1 339.2	-	51 650.5	4 259.1	55 909.6
Utilities	17 833.1	1 243.8	-	19 076.9	1 573.0	20 649.9
Rental and maintenance of furniture and equipment	-	-	201.9	201.9	16.7	218.6
Communications	-	-	5 031.2	5 031.2	415.0	5 446.2
Contractual services (conference engineering)	-	-	5 100.8	5 100.8	499.2	5 600.0
Supplies and materials	-	-	310.9	310.9	25.7	336.6
Furniture and equipment	1 738.8	(118.2)	630.2	2 250.8	185.6	2 436.4
Total	87 147.8	3 352.7	20 491.7	110 992.2	9 043.6	120 035.8

TABLE 33D.24 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations	1 711.3	2 111.5
(ii) Extrabudgetary programmes		
Peace-keeping operations	243.9	212.8
German Language Trust Fund	153.2	157.7
Technical cooperation programme support	1 500.0	1 500.0
Total (a)	3 608.4	3 982.0
(b) Substantive activities	-	-
Total (b)	-	-
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	3 608.4	3 982.0
Total		124 017.8

TABLE 33D.25. POST REQUIREMENTS

Programme: Facilities management, maintenance and construction

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	1	2	-	-	-	-	1	2
P-5	1	2	-	-	-	-	1	2
P-4	4	5	-	-	-	-	4	5
P-3	2	4	-	-	1	1	3	5
P-2/1	2	4	-	-	-	-	2	4
Total	11	18	-	-	1	1	12	19
General Service category								
Principal level	3	5	-	-	1	1	4	6
Other levels	31	119	-	-	21	21	52	140
Total	34	124	-	-	22	22	56	146
Other categories								
Trades and crafts	119	119	-	-	-	-	119	119
Total	119	119	-	-	-	-	119	119
Grand total	164	261	-	-	23 a/	23 a/	187	284

a/ Includes three General Service (Other level) posts in support of peace-keeping operations, and 20 posts in support of extrabudgetary administrative structures (one P-3 and 19 General Service (one at the Principal level)).

(ii) Facilities management, maintenance and construction

33D.78 Subprogramme 5, Facilities management, maintenance and construction, is carried out by the Overseas Property Management and Construction Unit and the Buildings Management Service. It should be noted in this connection that a significant portion of the resource requirements under the subprogramme, namely, those relating to capital expenditures, are requested under section 35, Construction, alteration, improvement and major maintenance.

33D.79 The global programme of facilities management, maintenance and construction is undertaken by the Overseas Property Management and Construction Unit. Within their respective spheres, the organizational units of United Nations offices away from Headquarters and at the regional commissions also carry out the activities under the subprogramme. The Unit provides overall guidance to these offices in order to ensure a coordinated and systematic approach to the problems of common concerns related to facilities management, major maintenance and construction and controls and directs all overseas construction projects; it also oversees the planning, management and operation of all existing facililties of the Organization.

33D.80 The Buildings Management Service carries out the activities under the subprogramme at Headquarters. It is also responsible for mail operations, the activities of which are included under the subprogramme and the Garage Operations, the resources of which are budgeted under Income section 3.

33D.81 Efforts will be directed to providing: an effective and efficient planning, management, maintenance and operation of all existing physical facilities of the Organization; electronic communication expertise for meeting facilities; and planning, in particular for offices away from Headquarters, new facilities and technical installations required for the intergovernmental and inter-agency meetings and conferences and other mandated activities of the Organization.

Activities:

1. Global programme

Development and implementation of an integrated and coordinated management policy for the principal properties and facilities of the Organization; the establishment of improved administrative and technical databases for the implementation of an efficient and effective facilities management policy; formulation of guidelines on space standards and master development plans at various locations; and the formulation of long-range maintenance programmes at principal locations and its implementation.

2. Headquarters

(a) Maintenance and operations services, which includes provision of heating, ventilating and air-conditioning services, plumbing services, carpentry/upholstery/carpet services and painting and general maintenance services; and supervision of electrical maintenance, through contractual arrangements, on a continuous basis, and electrical construction work as required throughout the Headquarters complex;

(b) Planning and design services, which includes architectural and engineering services related to design and supervision of alterations and improvements, major maintenance and electrical construction projects for Headquarters buildings. Rental services involving provision for office and storage space in rented premises; and property management for non-expendable equipment;

(c) Information and reception services, which includes provision of information and reception services in the delegates lounge and lobbies at Headquarters to delegates, staff and visitors; and handling telephone requests for information by the public, diplomatic mission personnel and staff;

(d) Mail operations services, which includes providing efficient, reliable, cost-effective means of transmitting official correspondence and material by providing a pouch and postal service world wide and a messenger service within the Headquarters complex;

(e) Broadcast and conference engineering services, involving operation and maintenance of electronics in conference facilities and provision of technical services for the Department of Public Information.

Resource requirements (at revised 1991 rates)

New posts

33D.82 It will be recalled that in 1982 and 1984, the Advisory Committee on Administrative and Budgetary Questions recommended, and the General Assembly approved, that the responsibility for control and overall administration for overseas construction should rest with Headquarters. A coordinator of overseas construction was appointed in 1985 to direct and control all overseas projects, including retaining necessary architectural and engineering firms, overseeing contracting procedures and ensuring the coordination of the work of staff and contractors. No additional resources were requested for the year 1985 on the understanding that, for the biennium 1986-1987 and beyond, appropriate provisions would be made in the proposed programme budget. Given the slight slippage during 1985 in the implementation of the construction projects at the Economic Commission for Africa (ECA) and the Economic and Social Commission for Asia and the Pacific (ESCAP), no request was made for that purpose in 1986-1987. The deferral of both construction projects during the same biennium precluded a similar request for the biennium 1988-1989. During the latter biennium, however, a unit was temporarily established from the overall resources under the section, consisting of one D-1 post, one P-4 post and one General Service post assisted by two Professionals, serving on a part-time basis, as required and when available.

33D.83 Starting in 1992-1993, in order to regularize the staffing of the Unit and for it to discharge its broader responsibilities, indicated in paragraph 33D.79 above, the Unit will need at the very least a D-1 and a P-4 post and the related General Service support staff. Bearing in mind that two posts (one P-4 and one General Service) would be made available for the Unit from the Buildings Management Service into the Unit, the establishment of two new posts is proposed (one D-1 and one General Service post).

Redeployment of posts

33D.84 As indicated in paragraph 33D.12 above, the redeployment of a P-5 post to the Office of the Assistant-Secretary-General has been proposed in exchange for a P-4 post in the Buildings Management Service. On the other hand, owing to the consolidation into the programme of activities of mail operations, the resources of which were formerly requested under "Mail, Archives and Records Management" the redeployment of related resources into the subprogramme is proposed, including 95 posts, six at the Professional level and 89 General Service posts. The net effect of the redeployments proposed would be 95 additional posts under the subprogramme: six professional posts (one P-5, one P-4, two P-3, two P-2 and 89 General Service posts (two at the Principal level)).

General temporary assistance

33D.85 A continued provision at the resource base level ($126,100) is requested to provide for the engagement of gardeners during the growing season. Requirements for replacements of staff on sick leave and maternity leave would be covered by the provision under the Office of the Assistant Secretary-General.

Overtime and night differential

33D.86 The resources requested under this heading ($1,378,200), reflecting a resource growth of $704,200, would cover the cost of providing essential communications services during peak workload periods ($704,200) and emergency repair and maintenance work that, by its nature, must be carried out after working hours ($674,200). The resource growth relate to the redeployment of resources related to mail operations into the subprogramme.

Travel of staff

33D.87 The resources requested under this heading ($98,700), reflecting a resource growth of $77,900, relate to the review of facilities management and major maintenance programmes at various duty stations and the regional commissions. The resource growth reflects additional travel required, owing to the broader and global scope of activities related to facilities management, such as the development of master plans at offices away from Headquarters and the computerization of administrative master control systems on capital improvements, preventive and major maintenance at those locations.

External printing and binding

33D.88 The estimated resources of $9,600 would cover the cost of printing forms related to building management and mail operations. The resource growth of $6,000 reflects the transfer of all resources under this heading from Archives and Records Management, the totality of which were for mail operations purposes.

Rental and maintenance of premises

33D.89 The estimate under this heading ($51,650,500), at the maintenance level, may be broken down as follows:

(a) Rental of premises: the estimate under this heading ($27,515,100), at the maintenance level, would provide for the rental of the following premises: the

buildings at 1 and 2 United Nations Plaza, the Park Avenue archives space and the John F. Kennedy Airport diplomatic pouch office. Although it is envisaged that the demand for additional space would increase during the biennium 1992-1993, pending the determination of the share of the cost of accomodation of staff funded from the regular budget, no growth is being requested under this heading;

(b) Minor alterations to premises: the estimate under this heading ($969,300), reflecting no growth, would provide for the procurement of movable office partitions and electrical construction costs in connection with office alteration work;

(c) Supplies for maintenance of premises: the resources requested under this heading ($2,132,400), at the base level, are based on actual expenditures and relate to the maintenance of the Headquarters buildings;

(d) Miscellaneous maintenance services: the requirements under this heading provide for the cost of maintenance of rented premises, carpet cleaning, refuse removal, replacement of air filters in the heating and air-conditioning plant, and exterminating services. The resources requested ($2,710,200), at the base level, are based on actual maintenance costs in 1990;

(e) Electrical maintenance: electrical maintenance services are provided on a contractual basis. The estimate under this heading ($4,853,800), at the maintenance level, is based on actual expenditures in 1990 for wages and benefits;

(f) Elevator operation and maintenance: elevator operation and maintenance services are provided on a contractual basis. Based on actual expenditures to date in the current biennium, resources at the base level ($2,966,000) are considered adequate;

(g) Cleaning services: cleaning services are provided on a contractual basis. The resources requested at the maintenance base level ($10,503,700) are estimated to be adequate for the forthcoming biennium based on actual expenditures in 1990.

Utilities

33D.90 The estimate under this heading ($19,076,900), at the maintenance level, may be broken down as follows:

(a) Electricity: the resources requested ($10,120,000), at the revalued base level, are based on actual expenditures for 1990;

(b) Steam: the estimate under this heading ($8,618,000) is based on past seasonal trends and actual expenditures in 1990;

(c) Water: the provision requested under this heading ($253,800) is requested at the maintenance level;

(d) Other utilities: the estimate under this heading ($85,100) would cover the cost of gas used for cooking.

Rental and maintenance of furniture and equipment

33D.91 A provision of $201,900 would be required under this heading for the maintenance of dictaphone machines previously budgeted under Mail Operations, Archives and Records Management.

Communications

33D.92 It is projected that the resources requested under this heading ($5,031,200), reflecting the transfer of resources from Archives and Records Management, would be adequate to cover the cost of postage, estimated at $2,646,600, and of pouches, estimated at $2,384,600.

Contractual services (conference engineering)

33D.93 The resources requested under this heading ($5,100,800) reflects the transfer of resources related to conference engineering from Archives and Records Management and are based on the assumption that, owing to an improved political situation, the level of meetings services in 1992-1993 would be the same as that in 1988-1989 and that the coverage for meetings of the Security Council would not be at the same level as in 1990-1991.

Supplies and materials

33D.94 The resources under this heading ($310,900), reflecting the transfer of resources from Archives and Management, would provide for recording equipment supplies amounting to $50,400 and telecommunications equipment supplies, estimated at $260,500.

Furniture and equipment

33D.95 The estimates under this heading ($2,250,800), reflecting the redeployment of $554,200 from Archives and Records Management, may be broken down as follows:

(a) Furniture and fixtures: the estimated requirements of $1,302,100, at the maintenance base level, relate to the acquisition and replacement of furniture for all units based at Headquarters. The acquisition programme covers new items required for staff, such as shelves, tables, file cabinets and chairs and ergonometric furniture associated with visual display units. The replacement programme covers similar items that are no longer serviceable and is strictly limited to the cost of replacing deteriorated furniture that cannot be repaired because parts are no longer available or for which repairs are uneconomical;

(b) Office equipment: the estimated requirements of $554,200 would provide for the normal replacement of dictaphones and transcribers ($352,300), conference-servicing equipment ($117,100) and recording equipment ($84,800);

(c) Building, gardening and catering equipment: the resources requested under this heading ($318,500), at the resource base level, consist of $150,000 for the normal replacement of building maintenance equipment, $41,200 for gardening equipment and $127,300 for catering equipment;

(d) A non-recurrent provision of $76,000 is requested for the acquisition of computer software and office automation equipment required for the establishment of databases for space management and for the global programme of capital improvements.

(iii) Archives and records management

TABLE 330.26. ANALYSIS OF OVERALL COSTS

(Thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	7 695.4	305.6	(5 983.2)	2 017.8	139.1	2 156.9
Overtime and night differential	678.7	25.5	(704.2)	-	-	-
Common staff costs	2 959.5	117.3	(2 300.6)	776.2	54.5	830.7
Travel of staff	9.0	0.2	-	9.2	0.7	9.9
External printing and binding	5.9	0.1	(6.0)	-	-	-
Rental of furniture and equipment	196.7	5.2	(201.9)	-	-	-
Communications	4 902.3	128.9	(5 031.2)	-	-	-
Contractual services (conference engineering)	4 946.7	154.1	(5 100.8)	-	-	-
Supplies and materials	330.7	8.8	(310.9)	28.6	2.4	31.0
Furniture and equipment	539.8	14.4	(554.2)	-	-	-
Total	22 264.7	760.1	(20 193.0)	2 831.8	196.7	3 028.5

(2) Extrabudgetary resources	-
Total	3 028.5

TABLE 33D.27. POST REQUIREMENTS

Programme: Archives and Records Management Section

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
P-5	3	1	-	-	-	-	3	1
P-4	1	1	-	-	-	-	1	1
P-3	5	3	-	-	-	-	5	3
P-2/1	2	-	-	-	-	-	2	-
Total	11	5	-	-	-	-	11	5
General Service category								
Principal level	2	-	-	-	-	-	2	-
Other levels	111	24	-	-	-	-	111	24
Total	113	24	-	-	-	-	113	24
Grand total	124	29	-	-	-	-	124	29

(iii) Archives and records management

33D.96 Subprogramme 6, Archives and records management, is carried out by the Archives and Records Management Section. As a result of the consolidation of the activities of mail operations into subprogramme 5, Facilities management, maintenance and construction, the current proposals reflect transfer of the related resources to that programme of activity. The negative growth of $20,193,000 (including the redeployment of 95 posts indicated in paragraph 33D.84 above) proposed under this programme relates exclusively to the transfer of resources related to mail operations.

33D.97 Efforts will be directed to the most efficient and economical use of the Organization's records resources; in providing guidance on all phases of the management of paper-based and electronic records; in preserving and servicing archival materials; and in the integration of the archives and records management activities into an automated United Nations information system. In cooperation with ACCIS, special emphasis will be given to the development of data exchange standards within the framework of the Open System Interconnection Model (OSO) in order to develop a functional profile of such standards for the Organization.

Activities:

1. Records management

Controls systems for the management of paper-based and electronic records throughout the Secretariat for the purpose of facilitating retrieval and appropriate disposition; arrangement and creation of finding aids for archival records, including the history of the office of origin, records analysis and file-title listings; development and application of the NARC-AMC-Format, a standard for the facilitation of information exchange among archival institutions; and imaging, the conversion of paper methods to microfilm format for the purpose of automated storage and retrieval.

2. Reference

Servicing Secretariat users and external researchers, including information retrieval, file loans and records reproduction; and accession and disposal of paper-based and electronic records and appraisal or revaluation of records based on their archival value.

Resource requirements (at revised 1991 rates)

Established posts

33D.98 The estimated requirements for established posts ($2,017,800) and common staff costs ($776,200) relate to five Professional posts (one P-5, one P-4 and three P-3) and 24 General Service (Other level) posts.

Travel of staff

33D.99 The resources requested under this heading ($9,200), at the maintenance base level, relate to travel for inter-agency and government consultations on archives records management, in particular those relating to the management of electronic records and participation in the work programme of ACCIS.

Supplies and materials

33D.100 The resources requested under this heading ($28,600) would provide for photostat and microfilm supplies. The balance of the resources relating to telecommunications equipment supplies are proposed to be redeployed to subprogramme 5, which has now taken over the responsibilities of mail operations.